



DEPARTMENT OF THE ARMY  
MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND  
1 SOLDIER WAY  
SCOTT AFB, IL 62225-5006

AMSSD-OPM

01 Nov 2016

Subject: Military Surface Deployment and Distribution Command (SDDC) Freight Carrier Registration Program (FCRP) Welcome Package

To: Commercial Transportation Service Providers Transporting DOD Freight.

**NOTICE: SDDC will conduct a domestic motor carrier registration “open season”** effective 09 Jan 17 thru 28 Feb 17. This will affect domestic motor Transportation Service Providers (TSPs) only. TSPs will be required to be registered in the Federal Motor Carrier Safety Administration and have valid DOT authority for 3 consecutive years (without a break) prior to the Open Season. New TSPs will notify SDDC of small business status via the Freight Carrier Registration Program (FCRP) during registration. Registration for other modes will continue to be accepted (barge, ocean, pipeline, and international carriers).

We encourage our industry partners to continually check our following public website for updates:

[www.sddc.army.mil](http://www.sddc.army.mil)

- Domestic Transportation
- Domestic Transportation
- Under heading: "Domestic Freight Carrier Program"

Also, you'll notice on this same page, on the right side a link titled: "SDDC Freight Carrier Registration Program (FCRP)." Clicking on this link will take you to this letter.

The word “carrier” used in these instructions refers to all Transportation Service Providers (TSPs), including Brokers, Logistic Companies, and Freight Forwarders. Carriers and individuals may not conduct business with the government if they are listed on the **Excluded Parties List (EPLS)**. The list is published by the General Services Administration (GSA) and contains the names of Contractors debarred, suspended, proposed for debarment, or declared ineligible by any agency of the Federal Government. The list can be accessed at <https://www.epls.gov>.

Newly registered TSPs will not be approved if they are affiliated with a TSP who is currently in a disqualified status.

The following instructions outline the Military Surface Deployment and Distribution Command's (SDDC) FCRP. In order to transport Department of Defense (DOD) freight, carriers must comply with the requirements of the FCRP as well as the requirements and safety and security standards contained in the Defense Transportation Regulation (DTR), Part II, Cargo Movement; the Department of Transportation Title 49, Code of Federal Regulations (DOT 49 CFR); and SDDC Military Freight Traffic Unified Rules Publication-1 (MFTURP-1); as well as the U.S. Department of Transportation Federal Motor Carrier Safety Administration (FMCSA); including the Safety and Fitness Electronic Records (SAFER) System; the National Motor Freight Traffic Association, Inc. (NMFTA); and U.S. Bank Syncada (aka PowerTrack).

The link for the DTR is located at <http://www.transcom.mil/dtr/part-ii/>

The link for MFTURP-1 is located at: <http://www.sddc.army.mil/GCD/default.aspx>

- Under Publications, select Current Publications, Domestic Military Freight Traffic Unified Rules Publication-1 (MFTURP-1) 24 October 2016.

<b>FCRP Requirements Checklist</b> (Summary of Items needed before becoming an FCRP Registered carrier/TSP)		
<b>Items</b>	<b>Through</b>	<b>Contact Information</b>
SCAC	National Motor Freight Traffic Association, Inc. (NMFTA)	<a href="http://www.nmfta.org/pages/scac.aspx">http://www.nmfta.org/pages/scac.aspx</a>
Syncada (Power Track)	US Bank	<a href="https://portal.syncada.com/syncada/login.aspx">https://portal.syncada.com/syncada/login.aspx</a> 1-800-417-1844 option 2
Dept. of Transportation (DOT) Authority and CSA Scores	DOT ( <b>See CSA on page 12</b> )	<a href="http://safer.fmcsa.dot.gov/">http://safer.fmcsa.dot.gov/</a>
FCRP Registration Form	ETA ( <b>See Step 3 on page 4</b> )	<a href="https://stallion.eta.sddc.army.mil/ccp/jsp/CCPScac.jsp">https://stallion.eta.sddc.army.mil/ccp/jsp/CCPScac.jsp</a>
Performance Bond (must be received within 45 days of SDDC's notification status to you)	TSP's Surety Company or Agent must submit to: Certificate Holder, MSDDC-QA, 1 Soldier Way, Scott AFB, IL 62225-5006 ( <b>See Step 4 on page 5</b> )	Where to send it: <a href="mailto:usarmy.scott.sddc.mbx.carrier-registrations@mail.mil">usarmy.scott.sddc.mbx.carrier-registrations@mail.mil</a>
Cargo Insurance (must be received within 45 days of SDDC's notification status to you)	TSP's Insurance Company or Agent must submit to: Certificate Holder, MSDDC-QA, 1 Soldier Way, Scott AFB, IL 62225-5006 ( <b>See Step 5 on page 6</b> )	Where to send it: <a href="mailto:usarmy.scott.sddc.mbx.carrier-registrations@mail.mil">usarmy.scott.sddc.mbx.carrier-registrations@mail.mil</a>

## **CARRIER REGISTRATION PROCESS**

In order to be approved in FCRP, carriers are required to complete the following steps:

### **STEP 1 - Standard Carrier Alpha Code (SCAC)**

All carriers must obtain a valid SCAC, a unique two-to-four letter code, issued through the National Motor Freight Traffic Association (NMFTA) used to identify transportation companies. To receive or be issued a SCAC, contact NMFTA at 1001 North Fairfax Street, Alexandria, VA 22314, Telephone Number: 703-838-1831 or [www.nmfta.org](http://www.nmfta.org). TSPs must ensure their SCAC is active at all times when registered in FCRP.

**NOTE: Each mode of transportation (motor, air, barge, ocean, pipeline and rail) requires a separate SCAC. Each SCAC requires a separate and distinct Performance Bond and Cargo Insurance.**

Additionally, each DOT authority selected within FCRP must be represented by a separate SCAC. Only one SCAC is allowed for each DOT operating authority type. Multiple SCACs may not represent any one operating authority type. Examples: A carrier with active DOT Common, Contract, and Broker authorities may have a total of 3 SCACs; one SCAC per operating authority type. If a carrier has only one DOT authority type (i.e., Freight Forwarder), they may have only one SCAC registered in FCRP.

If a TSP has multiple active DOT authorities, a TSP is only authorized to move DOD freight in accordance with the DOT authority selected in FCRP.

## **STEP 2 - US Bank Syncada**

All companies must have an agreement with US Bank Syncada (formerly PowerTrack) and be certified in order to receive e-payment for transportation services. US Bank Syncada website is:

[http://www.usbank.com/cgi\\_w/cfm/commercial\\_business/products\\_and\\_services/corp\\_payment/cps\\_ps.cfm](http://www.usbank.com/cgi_w/cfm/commercial_business/products_and_services/corp_payment/cps_ps.cfm)

Or by contacting Customer Support c/o Syncada, 200 South Sixth St., Mail Stop: EP-MNL27C, Minneapolis, MN 55402; e-mail: [paymentsolutions@usbank.com](mailto:paymentsolutions@usbank.com); telephone 1-866-274-5898.

## **STEP 3 - Carrier Registration Form**

Located at <https://stallion.eta.sddc.army.mil/ccp/jsp/CCPScac.jsp>. (Copy and paste this link into your browser and ensure your Pop Up blockers are turned off). Complete the registration form and click the **\*SUBMIT\*** button. **All carriers must be US Bank Syncada certified first.**

**NOTE:** DOD policy requires domestic motor carriers and brokers/logistics/freight forwarder companies to provide Electronic Data Interchange (EDI) data feeds in order to trace and track domestic freight shipments. When filling out the registration form, select the "GFM ITV to GTN" method. SDDC will review the registration form and send an e-mail notification to the carrier of the status within ten (10) working days.

## **General Information-Operating Authority**

TSP agrees to maintain valid operating certificates for its scope of operations. Operator's Number is a mandatory field on the registration form for motor carriers. TSPs must populate the FCRP form with their DOT, MC, or FF number. If not operating as a motor carrier, the company will be responsible to fill in the operating identification number. **TSPs must maintain active operating authority at all times; loss of authority will result in immediate disqualification.**

The below websites will assist:

Motor - [www.saferysys.org](http://www.saferysys.org) (DOT FMCSA Safety And Fitness Electronic Records System)

Pipeline - <http://ops.dot.gov/index.html> (DOT Pipeline And Hazardous Materials Safety Administration)

Barge and Ocean - <http://www.fmc.gov> (Federal Maritime Commission)

Rail - <http://safetydata.fra.dot.gov/officeofsafety/> (Federal Railroad Administration Office of Safety Analysis)

## Action Required From Carriers

Carriers must ensure that their information in FCRP is maintained to reflect an active DOT operating authority. In addition, carriers must ensure that the authority options selected in FCRP, during the registration process, matches with the DOT authority used in SAFER. Should carriers have multiple active DOT authorities, shipment of DOD freight is only authorized in accordance with the DOT authority selected within FCRP.

<b><u>FCRP “Authority” Options</u></b>	<b><u>DOT Authority</u></b>
General Commodities (FAK)	Contract/Common
HazMat	Contract/Common/Broker with Cert.
AA&E	Common
Air FFWD	Indirect Air Carrier # / Send to AMC
Broker	Broker
Logistics Company	Broker
Shipper Agent	Broker
Surface FFWD	FF# with contract / Contract

**The following special characters are not allowed to be used in information on the registration form: +, ", \*, ~, ^, <, &, >, ', -, / and \.** Use of these characters may result in your registration locking up in our system and not being submitted for proper processing.

### STEP 4 - Performance Bond

#### a) General Information:

The Performance Bond secures performance and fulfillment of carrier obligations to deliver DOD freight. It will cover any instance where a carrier cannot or will not deliver DOD freight tendered to them. This includes default, abandoned shipments, and bankruptcy by the carrier. The bond will **not** be utilized for operational problems such as late pickup or delivery, excessive transit times, refusals, no shows, improper/inadequate equipment, payment of subcontractors, or claims for lost or damaged cargo. Local drayage, commercial zone, barge, rail, sealift and pipeline carriers are exempt from the Performance Bond requirements.

A list of approved Surety Companies can be found at <http://www.fms.treas.gov/c570/index.html>. Under “quick links” select “Treasury’s Listing of Approved Sureties”.

**NOTE: Trust Funds, Customs Bond, DOT Bond, and Letters of Credit are not accepted in lieu of the Performance Bond.**

The amount of the Performance Bond is based on the size of the company and the number of states intended to service. Large companies may select one (1) state for bond amount of \$25,000; two (2) to three (3) states for bond amount of \$50,000; four (4) or more states for bond amount of \$100,000.

Carriers registered with the Small Business Administration (SBA), <http://www.sba.gov>, or <http://www.ccr.gov>, may select up to three (3) states with a Performance Bond of \$25,000, up to 10 states with a Performance Bond of \$50,000 and 11 or more states for \$100,000. To utilize these bond amounts, when submitting your bond information, you must provide supporting

documentation that you are registered with the SBA. **When registering, ensure you select the states for movement in accordance with the appropriate Performance Bond amounts. Movements must begin and end in one of the selected states.**

Carriers that have conducted business in their own name with DOD for 3 or more years will be required to submit a Performance Bond in the amount of 2.5% of their total DOD revenue for the previous 12 months, not to exceed \$100,000 and not less than \$25,000.

Bulk fuel carriers are only required to submit a \$25,000 Performance Bond.

The Performance Bond amount is set at \$100,000 for Surface Freight Forwarders, Shipper Agents, Brokers, and Air Freight Forwarders due to the volume of traffic handled by these modes.

#### **b) Action Required From Carriers**

TSP's must instruct the **bond Surety Company or Insurance Agent** to forward the bond information to: [usarmy.scott.sddc.mbx.carrier-registrations@mail.mil](mailto:usarmy.scott.sddc.mbx.carrier-registrations@mail.mil) by **e-mail only**. The **subject line of the email must contain the company name and their SCAC**; in the body of the e-mail, provide the bond number, amount and effective date (and expiration date if the bond is not continuous); Surety Company name, Agent's name, address and telephone number. See Section a) above for bond amount requirements. **SDDC does not require the original or copy of the bond form.**

**Each SCAC requires a separate and distinct bond; this includes motor carriers, brokers, logistics companies, and freight forwarders.**

**NOTE:** Performance Bonds must remain active at all times. Updates and renewals must be forwarded to [usarmy.scott.sddc.mbx.carrier-registrations@mail.mil](mailto:usarmy.scott.sddc.mbx.carrier-registrations@mail.mil). Performance Bond data is accepted via e-mail only. Failure to maintain and provide renewal information on Performance Bonds will result in TSP disapproval. Bond cancellation requests must be sent to the same e-mail address 30 days prior to cancellation date.

#### **STEP 5 - Cargo Insurance**

In accordance with the MFTURP-1, all motor carriers must maintain a minimum \$150,000 cargo insurance (exception: bulk fuel carriers must maintain \$25,000 cargo insurance) to transport DOD freight. When registering, carriers must have their insurance company submit their Certificate of Cargo Insurance to [usarmy.scott.sddc.mbx.carrier-registrations@mail.mil](mailto:usarmy.scott.sddc.mbx.carrier-registrations@mail.mil). Cargo Insurance Certificates are accepted via e-mail only. Cargo insurance must remain active at all times and yearly updates to cargo insurance must be provided. Failure to provide updated information or retain active cargo insurance will result in TSP disapproval.

**Each SCAC requires separate and distinct cargo insurance; this includes motor carriers, brokers, logistics companies, and freight forwarders.**

Local drayage, commercial zone, barge, rail, sealift and pipeline TSPs are exempt from Cargo Insurance requirements.

#### **AFTER REGISTRATION SUBMISSION**

SDDC will review your registration form and send an e-mail notification to carriers within ten (10) working days to provide status.

TSPs are also required to insure updated bond, insurance, and/or HazMat certifications are provided to: [usarmy.scott.sddc.mbx.carrier-registrations@mail.mil](mailto:usarmy.scott.sddc.mbx.carrier-registrations@mail.mil). SDDC will perform a DOT/DOD authority review of all TSPs annually. During this review the TSP may be required to have their bond and/or insurance agents provide verification of continued coverage if updates have not been received. Failure to provide this information will result in TSP disapproval in FCRP.

## **FCRP Validation**

TSPs are responsible to ensure their FCRP information is accurate and updated at all times. TSPs are advised that the data in FCRP must be reviewed and validated at a minimum on a yearly basis or as changes occur. Failure to keep data updated will result in non-receipt of correspondence from SDDC which could place the carrier in disapproval status.

Remember to include your SCAC in all correspondence. Pertinent information listed in the registration form will only be discussed/disclosed to the individuals listed in the FCRP.

We appreciate your interest in providing freight transportation services to the DOD, and if we can be of further assistance you may contact us via email at: [usarmy.scott.sddc.mbx.carrier-registrations@mail.mil](mailto:usarmy.scott.sddc.mbx.carrier-registrations@mail.mil).

## **POST APPROVAL INSTRUCTIONS**

Military Surface Deployment and Distribution Command Freight Carrier Registration Program (FCRP) – Welcome Letter Post Approval

### **A. Electronic Transportation Acquisition (ETA) and Department of Defense (DOD) Transportation Programs**

Within notification of approval, you will also receive instructions for obtaining an Electronic Transportation Acquisition (ETA) password that will allow you access to DOD transportation programs including tutorials and on-line training for assistance with Tender Entry and Spot Bid on the Web. For questions on training, e-mail: [usarmy.scott.sddc.mbx.omb-for-gfm-training@mail.mil](mailto:usarmy.scott.sddc.mbx.omb-for-gfm-training@mail.mil).

### **B. Solicitations For Volume Moves And Special Services**

Carriers may e-mail SDDC's Negotiations Group (aka Special Requirements) at [usarmy.scott.sddc.mbx.negotiations-team@mail.mil](mailto:usarmy.scott.sddc.mbx.negotiations-team@mail.mil) and request to be included on their e-mailed solicitation letters requesting negotiated rates on volume moves and special services (for example; One Time Only, Transportation Protective Services, and/or Spot Bid).

Remember to include your SCAC in all correspondence. Pertinent information listed in the registration form will only be discussed and/or disclosed to the individuals listed on the form.



### **C. Transportation Protective Services (TPS) and Arms, Ammunition and Explosives (AA&E)**

Carriers who wish to transport materials designated by DOD as protected or sensitive that require a TPS must meet the following “minimum” requirements. Requirements are amended periodically based on current and future missions.

**NOTE: Brokers, Freight Forwarders, Shipper Agents and Logistic Companies are restricted from handling shipments requiring TPS (including accessorial 675 Signature and Tally Record Service).**

1. Be registered and approved for twelve consecutive months as an “asset based” carrier.
2. Be in business at least 24 months with DOT common authority.
3. Have company ownership unchanged, with no significant changes to name, SCAC or authority for the previous 12 months.
4. Have a "satisfactory" safety rating on file (and maintained) with the Federal Motor Carrier Safety Administration (FMCSA).
5. Ensure compliance with FMCSA Compliance, Safety and Accountability (CSA) scores which fall within BASIC score criteria for AA&E and TPS requirements.

To obtain a full list of requirements, email your request to: [usarmy.scott.sddc.mbx.carrier-registrations@mail.mil](mailto:usarmy.scott.sddc.mbx.carrier-registrations@mail.mil).

### **D. Register to Receive SDDC Advisories**

SDDC notifies TSPs of essential updates via Advisories. Carriers are strongly advised to sign up for Advisories by emailing [usarmy.scott.sddc.mbx.omb-for-conus-csc-team@mail.mil](mailto:usarmy.scott.sddc.mbx.omb-for-conus-csc-team@mail.mil) with the following information: Individuals name, phone number, email address to receive advisories, the company and/or organization, the transportation mode (i.e., ocean, pipeline; rail).

Advisories can also be accessed at: <https://www.sddc.army.mil/res/Pages/advisories.aspx>

### **E. Trading Partner Agreement (TPA)**

If an approved carrier chooses to use Electronic Data Interchange (EDI) messages as a means to communicate with the government systems, ocean and/or freight, they need to complete a Trading Partner Agreement (TPA) with the Military Surface Deployment and Distribution Command's (SDDC's) G6 team. The G6 team monitors incoming and outgoing EDI transactions and requires valid points of contact and other appropriate information in order to establish and monitor the connection.

**NOTE:** TPA is not required if the TSP utilizes IBS/OCI or GFM to enter their acceptance of the shipment move.

All questions regarding TPA must be addressed to [usarmy.scott.sddc.mbx.g6-edi-support@mail.mil](mailto:usarmy.scott.sddc.mbx.g6-edi-support@mail.mil).

### **Additional Information**

#### **TSP Affiliates**

Carriers must provide a list of all SCACs and associated DOT/MC numbers for which you are affiliated to [usarmy.scott.sddc.mbx.carrier-registrations@mail.mil](mailto:usarmy.scott.sddc.mbx.carrier-registrations@mail.mil). Failure to provide a list of affiliates may result in disapproval in FCRP.

## **External Certification Authority (ECA) Program**

The ECA program supports the issuance of DOD-approved certificates to industry partners and other external entities and organizations that conduct business with the DOD. The ECA program is designed to provide a mechanism for these entities to securely communicate with the DOD and authenticate to DOD Information Systems.

As of **1 October 2011**, The Military Surface Deployment and Distribution Command (SDDC) has met the DOD mandate by requiring the use of a digital certificate for industry partners requiring access to SDDC information systems.

The ECA Certificates can be purchased through three sources: VeriSign, Operational Research Consultants (ORC), or Identrust. The following links will provide additional information and links to purchase sources.

VeriSign: <https://www.verisign.com/>

ORC: <http://helpspot.orc.com/ORCPortals/ECA/index.php>

Identrust: <http://www.identrust.com/index.html>

**NOTE:** This ECA Certificate purchase information is provided as a convenience to our industry partners and does not constitute endorsement of particular commercial entities by the Military Surface Deployment and Distribution Command (SDDC), the United States Department of the Army (DA), or the Department of Defense (DOD). We do not exercise any control over the information you may find at these sites or the security of these sites; responsibility for such remains with the individual companies represented.

Additional information can be found at: <http://iase.disa.mil/pki/eca/>. TSPs who have purchased certificate and have questions may contact SDDC Help Desk at [sddc.safb.etapmo@us.army.mil](mailto:sddc.safb.etapmo@us.army.mil) for additional assistance. For TSPs who have not purchased the ECA/PKI certificate, you may address questions to [sddc.safb.etaadmin@us.army.mil](mailto:sddc.safb.etaadmin@us.army.mil).

## **Inspections**

Carrier agrees to permit unannounced Safety and Security Inspections of its facilities, terminals, employees, and operational procedures by DOD civilian, military personnel, or DOD contract employees. Carrier further agrees to have visitor control procedures in place to verify individuals requesting access to or requesting information of DOD shipments.

Verifications can be made by contacting SDDC's Customer Service Hotline at 800-526-1465. Carrier agrees not to disclose any information to unauthorized persons concerning the nature, kind, quantity, destination, consignee, or routing of protected commodities tendered to them.

## **Automation Transportation Request (ATR system)**



ATR provides an automated process to support TSP selection and reduces process time for transportation requests. TSPs need to have voluntary tenders in place and monitor this application to view available shipments.

On the GFM Home Page, access ATR training by selecting the “Online User Manuals/Help Files” (located under the “Training” menu located on the left side of the screen), then select “Automation Transportation Request (ATR) User Manual”. If more assistance is required contact the GFM helpdesk at (800) 462-2176.

### **Carrier Performance Module (CPM)**

CPM is an application used to record and track service failures and non-selection incidents recorded against TSPs. TSPs can view their service failures by selecting CPM in the Global Freight Management (GFM) application. It is the TSP's responsibility to keep track of their CPM record and the incidents recorded against their company.

On the GFM Home Page, access CPM training by selecting the “Online User Manuals/Help Files” (under the “Training” menu located on the left side of the screen), then select “Carrier Performance Module (CPM) User Manual”. If more assistance is required contact the GFM helpdesk at (800) 462-2176.

We appreciate your interest in providing freight transportation services to the DOD, and if you have any questions please contact us via email at: [usarmy.scott.sddc.mbx.carrier-registrations@mail.mil](mailto:usarmy.scott.sddc.mbx.carrier-registrations@mail.mil) or by telephone: 618-220-6470

### **McNamara-O'Hara Service Contract Act (SCA) Compliance**

SDDC motor carriers are responsible for following the requirements of the Department of Labor (DOL) Service Contract Act (SCA). The SCA requires contractors and subcontractors performing service in excess of \$2500 to pay employees no less than the wage rates and fringe benefits found prevailing in the locality. The wage determination rates applicable to motor carriers moving freight for the DOD are based on shipment origin, within one of the nine origin regions, as outlined in Wage Determination No: 2011-0217. All transportation contracts, to include individual Bills Of Lading (BOL's), in excess of \$2500 must comply with the SCA. The MFTURP-1, or any other DOD regulation, does not alleviate the responsibility for motor carriers to follow the provisions outlined by the DOL SCA requirements mentioned above. The Federal Register and the Code of Federal Regulations are the official sources for regulatory information published by the DOL.

The DOL Wage and Hour Division (WHD) has sole SCA enforcement responsibility of the wage and fringe benefit requirements of the SCA.

DOL POC: Wage and Hour Division, CML (866) 487-9243, Website:  
[https://www.dol.gov/whd/contact\\_us.htm](https://www.dol.gov/whd/contact_us.htm)

**FRCP Team  
Operations Directorate  
Domestic Freight Services Branch**